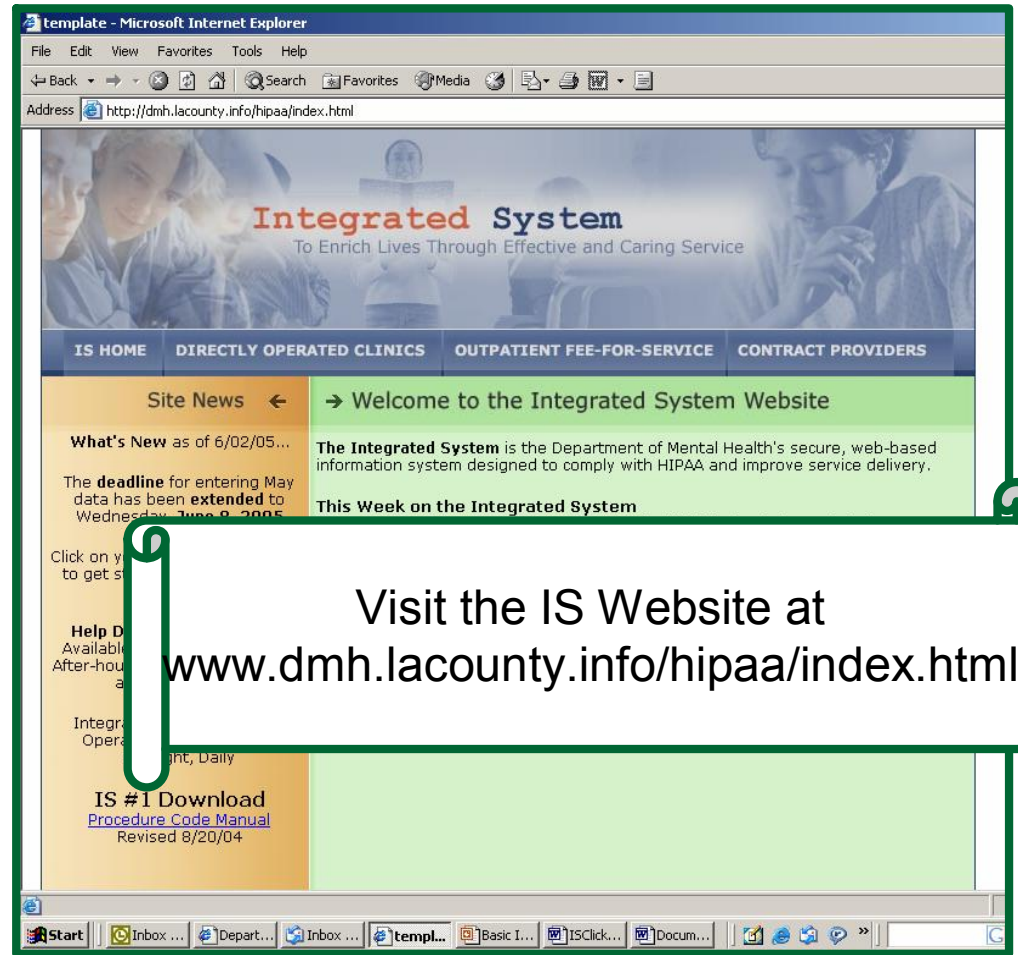


Basic IS Training for EDI Users

- In this presentation, you'll see step by step how to find and enter clients, open and close episode.



Basic IS Training for EDI Users

1. Logging On

2. How to Find a Client

3. Add a Client

4. Open an Episode

5. The Daily Log, Client List and Caseload

6. Close an Episode

7. Medication

8. Community Outreach Services

Logging on with a SecurID Card

The screenshot shows a web browser window with the address bar displaying http://dmh.lacounty.info/hipaa/cp_home.htm. The website features a banner with the text "Integrated System" and "To Enrich Lives Through Effective and Caring Service". Below the banner is a navigation bar with four tabs: "IS HOME", "DIRECTLY OPERATED CLINICS", "OUTPATIENT FEE-FOR-SERVICE", and "CONTRACT PROVIDERS". The "CONTRACT PROVIDERS" tab is highlighted. The main content area is divided into two columns. The left column, titled "Working in the IS", contains links for "Special Bulletins!", "Getting Started on the IS", "Getting IS Training", "Using the IS", and "Using IS Reports". The right column, titled "Welcome, Contract Providers!", contains instructions to click on the "Integrated System" banner and a link to the "IS Issues Database: How to Login" page. A green arrow points from the "Integrated System" banner to a callout box that says "You can find the IS Logon Screen by clicking on the IS Banner!". Another callout box points to the "CONTRACT PROVIDERS" tab, saying "Click on Contract Provider Tab.". A third callout box points to the "How to Login" link, saying "CLICK the title to bring up the SecurID logon page."

Address http://dmh.lacounty.info/hipaa/cp_home.htm

Integrated System
To Enrich Lives Through Effective and Caring Service

IS HOME DIRECTLY OPERATED CLINICS OUTPATIENT FEE-FOR-SERVICE **CONTRACT PROVIDERS**

Working in the IS ← → Welcome, Contract Providers!

Special Bulletins!

Getting Started on the IS

Getting IS Training

Using the IS

Using IS Reports

Click on the Links to the left to view the materials.....

Click on the words **Integrated System** at the top of this page to a through the Internet

The IS Issues Database: [How to Login](#)
Click [HERE](#) to access the Database...

[NPI Implementation Letter](#)

Click on Contract Provider Tab.

You can find the IS Logon Screen by clicking on the IS Banner!

CLICK the title to bring up the SecurID logon page.


Logging on with a SecurID Card

RSA SecurID User Name Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://dmhis.co.la.ca.us:85/WebID/sdiis.dll?referrer=/scripts/ontrsaext.dll?login> Go Links

 **Los Angeles County**
Logon ID and Passcode Request
(RSA ACE/Server 6.0)

Access to this protected resource requires RSA SecurID Token authentication.

These computer systems including all related equipment, networks, and network devices are the property of the County of Los Angeles. These computer systems are provided for authorized use only and may be monitored for all lawful purposes. All information placed on or sent over these computer systems may be examined, recorded, copied, and used for other authorized purposes during monitoring. Use of these computer systems, authorized or unauthorized, constitutes consent to monitoring. Evidence of unauthorized use may be used for administrative, criminal, or other adverse actions. Unauthorized users may be subject to criminal prosecution. **By continuing, you agree to these terms.**

Logon ID:

Next Help

Key in your Logon ID.

CLICK


Done Internet

Logging on with a SecurID Card

RSA SecurID PASSCODE Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://dmhis.co.la.ca.us:85/WebID/sdiis.dll> Go Links

 **Los Angeles County**
Logon ID and Passcode Request
(RSA ACE/Server 6.0)

Access to this protected resource requires RSA SecurID Token authentication.

Log in with your RSA SecurID passcode. If you have lost your token, contact your help desk or administrator.

Passcode:

Your Passcode is your PIN + the number displayed on your token (t

Key in your Passcode.

CLICK

Done Internet

The Home Screen

Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://dmhis.co.la.ca.us/Home/Default.aspx> Go Links >>

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

NGA DANG X

Home

Options

- DMH Privacy Policy
- Find Client
- Reports
- Change Password
- Sign Out

Notices

WELCOME TO THE INTEGRATED SYSTEM (IS)

ATTENTION: ALL IS CHAT USERS

Effective January 1, 2008, the IS Chat will no longer be available for use; the service will be discontinued. The Department is currently communicating IS related issues such as system events, system outages, or policy and procedure changes to its providers via IS Alerts. In order to receive such announcements, you must subscribe to IS Alert. Please do so as soon as possible by going to the link below, entering your name and e-mail address, and clicking on the submit button. You will then receive an e-mail asking you to click on a link to confirm your subscription. This will complete the subscription process.
<http://dmh.lacounty.info/hipaa/index.html> If you do not have access to the Internet, or cannot subscribe successfully, please e-mail Juana Garcia-Bagues at jgarciabagues@dmh.lacounty.gov.

Confidential patient information, see California Welfare and Institution Code section 5328.

Internet

Click on Clinical to get started...

Don't forget to use the HELP system!

Don't forget to read the NOTICES.

These Options will change as you move through the IS.

How to Set Provider Context

DMHISP | Clinical | Provider Selection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload

Address <https://dmhis.co.la.ca.us/ClinicalWeb/ProviderSelection.aspx> Go

Web Search Upgrade your Toolbar Now! My

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administration

Provider Selection

Billing Provider 1904-ANTELOPE VALLEY MHS

Service Location 1904A-ANTELOPE

Your provider location appears here. Just select it...

And then CLICK

Submit

[Use previous Provider ID](#)

Logging On

EXERCISE 1

In this exercise you will:

- Learn how Contract Providers use the IS website to log on to the IS with a SecureID Card.

How to Find a Client - Client List

The list can be sorted by clicking on the column headers

...and you can open a Client by clicking on the Client ID

If it's blue, it's clickable...

You can also use this Filter Function to simplify a list.

These are page numbers...

Client ID	Client Name	Contact Email	Primary Language	UMDM Date	Age
Test_Build		AMER0010-E261			
Test_Buildsevenfour		AMER0010-E261			
Test_BuildThree		ALVEY-0447588			
Test_Charles		KRUEGER-001490			
Test_Charles		KRUEGER-001490			
Test_DMH		AMER0010-E261			
Test_Lu	325 225-55/GOLDMAN-0493731-English	4/1/2004			
Test_Sunny					
Testagain_client					
TestClientTest					
Test_Lu_Phone		000000000000			

Confidential patient information, see California Welfare and Institution Code Section 5328.

How to Filter a List

Filter Clients

Filter By:

Last Name
First Name
Last Name
DMHID

Search

Select what to filter by

Filter Clients

Filter By:

Last Name

For:

test

Search

Type in the name (test is example last name)

Hit Search

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CDD

[804-ANTelope V. 2944-ANTe] clients

Client CaseLoad

Options Rendering Provider: ALVEY, STACY-[8447588]

Return	Client Name	Phone	Last Claim	ECOR Due Date	SLIP
Change Provider	Test_Candymen		11/1/2006		
Find Client	Test_Angel		11/1/2006		
Daily Log	Test_Mark		11/1/2006	1/1/2007	
Client List	Test_Robert	321 555-78	11/1/2006		
	Test_andrea		11/1/2006		
	Test_Angel		11/1/2006		
	Test_Anne		11/1/2006		
	Test_Apple	321-31	11/1/2006		11
	Test_Baldwin		11/1/2006		

Filter Clients

Filter By:

Last Name

For:

test

Search

The list now includes only Test (used as a last name).

How to Find a Client: ID Number

The screenshot shows the 'Find Client' interface of the Los Angeles County Department of Mental Health. The page has a header with the department name and navigation tabs: Home, Clinical, Administrative, Plan, and CIOB. A user session bar at the top right shows 'CENTE:7100A-SFV CMHC' and the user 'jgarciabagues'. On the left, a sidebar contains a 'Client Case' menu with options like 'Return', 'Change Provider', 'Find Client', 'Daily Log', and 'Client List'. Below this is a 'Filter Clients' section with a 'Filter By:' dropdown set to 'First Name' and a 'Search' button. The main content area is titled 'Find Client' and features two radio buttons: 'Search by ID.' (selected) and 'Search by C...'. A callout points to the 'Search by ID.' radio button with the text 'Select this radio button to Search by ID #.'. Below the radio buttons is a 'Type:' dropdown menu currently showing 'DMH', with a callout pointing to it that says 'Select the ID# Type.... DMH is the same ad MHMIS #.'. The dropdown menu is open, showing options: 'DMH', 'Medicare', 'Medi-Cal', and 'SSN'. To the right of the 'Type:' dropdown is an 'ID:' text input field containing '0000000', with a callout pointing to it that says 'Enter the 7 digit number here.'. Below these are input fields for 'Last Name', 'First Name', 'Middle In...', and 'Birth...'. At the bottom right, there are 'Search' and 'Clear' buttons, with a callout pointing to the 'Search' button that says 'CLICK'.

Address <https://train>

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

CENTE:7100A-SFV CMHC jgarciabagues

Find Client

Select this radio button to Search by ID #.

CLICK

Options

Return

Change Provider

Find Client

Daily Log

Client List

Filter Clients

Filter By:

First Name

For:

Search

☒ Search by ID.

Type: DMH

ID: 0000000

Enter the 7 digit number here.

DMH

Medicare

Medi-Cal

SSN

Last Name

First Name

Middle In

Birth

Or Age:

Select the ID# Type.... DMH is the same ad MHMIS #.

CLICK

Search Clear

Find a Client: Custom Criteria

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Find Client

Select this radio button to search by name.

☐ Search by ID.

Type: DMH ID:

☐ Search by Custom Criteria.

Change Provider

Client CaseLoad

Client List

Daily Log

Manage Groups

Last Name: TestClient

First Name: Example

Middle Initial:

Birth Date: 07/12/1970

Or Age:

Gender:

Male

Female

Unknown

Enter Last Name, First Name

If you don't know birth date, key approx. age.

Use the drop down to select Gender.

Enter Birth Date...
Note: Year must be 4 digits!

Search Clear

Add Client

Address

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

1904-ANTELOPE V:1904A-ANTELOPE student1

Find Client Results

Options No records found meeting the criteria specified

Return

Add Client

Click to add the new Client.

Filter Clients

Filter By:

Name

For:

Search

If this is a new Client, you will see this message.

How to Find a Client

EXERCISE 2

In this exercise you will:

- Do a Find Client using a fictitious name.

Don't forget to write down the First Name, Last Name, Birth Date and Gender.

Add Client

DMHISP | Clinical | Client | Identification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address: . Go Links

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

1904-ANTELOPE VALLEY:1904A-ANTELOPE jflynn

Client Information

Identification Contacts Financial Other Groups XRef MCal Benefits

Name Last: First: Middle:

AKA Last: First: Middle:

SSN: MM Name: LOC:

DOB: Age: 0

Primary Lang: Pref Lang:

Marital Status: Education:

Ethnicity: APR: Tribe:

Origin: Employment: Handicap: Living Arrngmnt: Conservatorship: Veteran: Date Of Death: English Speaking: ☐

Cancel

Confidential patient information, see California Welfare and Institution Code section 5328.

Key SSN. It will be required for some claims.

Use 999999999 if you don't know SSN.

Italicized fields are required.

This client's an adult, but if you're entering info on a juvenile, you'll need to add the APR (Agency of Primary Responsibility).

Add Client ~ Ethnicity

DMHISP | Clinical | Client | Identification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address Go Links

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

1904-ANTELOPE VALLEY:1904A-ANTELOPE jflynn

Client Information

Ethnicity—if your client is “Hispanic” you will be asked about their place of origin.

And for American Natives, you need to indicate “Tribe”.

“Origin” might be Central America, Cuba, Mexico, etc.

Information	Contacts	Financial	Other	Groups	XRef	MCaI Benefits
Last:	<input type="text"/>	First:	<input type="text"/>	Middle:	<input type="text"/>	
Last:	<input type="text"/>	First:	<input type="text"/>	Middle:	<input type="text"/>	
SSN:	<input type="text"/>	MM Name:	<input type="text"/>	LOC:	<input type="text"/>	
er:	<input type="text"/>	DOB:	<input type="text"/>	Age:	<input type="text"/>	
atus:	<input type="text"/>	Pref Lang:	<input type="text"/>	Education:	<input type="text"/>	
Ethnicity:	<input type="text"/>	APR:	<input type="text"/>	Tribe:	<input type="text"/>	
Employment:	<input type="text"/>					
Handicap:	<input type="text"/>					
Living Arrngmnt:	<input type="text"/>					
Conservatorship:	<input type="text"/>					
Date Of Death:	<input type="text"/>					
English Speaking:	<input type="checkbox"/>					

Check Eligibility

Enroll Client

Eligibility History

Cancel Continue

Confidential patient info

Section 5328.

Add Client: Keyboard Shortcuts!

- The TAB key will take you through every field on the screen
- SHIFT-TAB will take you backwards through those fields
- Down Arrows and characters to go through drop-down lists
- SPACE will check and uncheck boxes
- ENTER will activate buttons!

Avoid using the Mouse! Use Keyboard Shortcuts!

Save your wrists, your sanity, and a lot of time!!!

Add Client – Keyboard Shortcuts

The screenshot shows a web browser window titled "DMHISP | Clinical | Client | Identification - Microsoft Internet Explorer". The browser's address bar shows "1904-ANTELOPE VALLEY:1904A-ANTELOPE" and the user is logged in as "jflynn". The page header includes the "Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH" logo and navigation tabs: "Home", "Clinical", "Administrative", "Plan", and "CIOB". The main content area is titled "Client Information" and contains a form with various fields for client data. The form is divided into sections: "Social", "Other", "Groups", "XRef", and "MCa Benefits". Fields include "First:", "Middle:", "Last:", "MM Name:", "DOB:", "Age:", "Pref Lang:", "Education:", "APR:", "Tribe:", "Veteran:", "Employment:", and "Handicap:". There are also buttons for "Enroll Client", "Eligibility History", "Find Client", "Cancel", and "Continue".

Keyboard shortcuts are indicated by callouts:

- TAB to move around, SHIFT-TAB to go back**: Points to the "Social" tab.
- Down arrow or Characters to go thru lists**: Points to the "DOB:" dropdown menu.
- Space Bar for Checking and Un-checking**: Points to the "Veteran:" checkbox.
- "Enter" For Buttons**: Points to the "Continue" button.
- CLICK, or even better, ENTER!**: Points to the "Continue" button.

Confidential patient information, see California Welfare and Institution Code section 5328.

Add Client: Identification Screen

EXERCISE 3

In this exercise you will:

- Fill out the Identification Screen for your fictitious client.
 - Find helpful keyboard shortcuts.
-

Add Client -- Contacts

Select this button if client is homeless. Time Homeless is required.

MENTAL HEALTH Home **Clinical** Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CM jgarciabagues X

Client: TestClient , Example (not enrolled) ?

Options

- Return
- Change Provider
- Find Client
- Daily Log
- View Episodes
- Check Eligibility
- Enroll Client
- Eligibility History

ClientAddress

Transient/Homeless ☐ Time Homeless:

Address 1: 160 Example Street Address 2:

City: Los Angeles County: State: CA Zip: 90005

Phone: (h) (213)121-1212 (w)

Address Memo:

Other Contacts

	Name	Type	Phone	Email	Add'l Details
+					
1					

Cancel Continue

If the client is not Homeless, Address1, City, County, State, Zip are Required.

Add Client: Add Contact

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV C jgarciabagues

Contact Information

Client: TestClient , Example (not enrolled) ?

Options

Return

Last Name: TestContact First: FakeContact Middle:

Contact Type: Family

Address 1: 1212 Example Place

Address 2: Apt. 12

City: Los Angeles

State: CA

Zip:

Phone (Home): (213) 213-1212

Phone (Work):

Email:

DMH Id:

☐ Do not contact

DMH ID can now be added for client's children enrolled in FSP.

CLICK

Save Cancel

Select Do Not Contact if this contact person should NOT be contacted.

Add Client: Contacts Screen

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CM jgarciabagues

Client Information

Client: TestClient , Example (not enrolled)

Options

- Return
- Change Provider
- Find Client
- Daily Log
- View Episodes
- Check Eligibility
- Enroll Client
- Eligibility History

Identification **Contacts** Financial Other Groups XRef MCal Benefits

ClientAddress

Transient/Homeless ☐ Time Homeless:

Address 1: Address 2:

City: County: State: Zip:

Phone: (h) (w)

Address Memo:

Other Contacts

	Name	Type	Phone	Email	Add'l Details
	TestContact, FakeCont	Family	(213) 213-12		

1

CLICK on pencil to edit

"I" shows the contact info.

The trashcan deletes things.

CLICK

Cancel Continue

Add Client: Contacts Screen

EXERCISE 4

In this exercise you will:

- Fill out the Contacts Screen for your fictitious client.
 - Fill out the OTHER Contacts screen. Make sure you set the DO NOT CONTACT flag.
-

Add Client: Financial Screen

Los Angeles COUNTY HEALTH | Home | Clinical | Administrative | Plan | CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC | jgarciaabagues

Client: TestClient , Example (not enrolled)

Options: Return, Change Provider, Find Client, Daily Log, View Episodes, Check Eligibility, Enroll Client, Eligibility History

Financial Tab:

UMDAP Date: 02/08/2008 | Source of Income: SSI

Service Location: | # of Dependents: 1

Family Income (\$): 300.00 | Annual Liability (\$): 0.00

Client Reported Benefits

Type	Description	ID Number
+		

CLICK to add Med-Cal or other benefits.

Cancel | Continue

Annotation: UMDAP rules are the same as they were with MHMIS.

Add Client: Add Benefit Screen

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Benefit Information

Client: TestClient , Example (not enrolled) ?

Options

Return

Type:

Description:

HMO/PHP:

ID Number:

Champus
Client/Family
HMO/PHP
Insurance/Third Party
Medicare
Other County
SD/Medi-cal

Select Benefit

Cancel Save

Add Client: Add Benefit Screen

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Benefit Information

Client: TestClient , Example (not enrolled) ?

Options

Return

Type: SD/Medi-cal

Description:

HMO/PHP:

CIN: 000000000A

Card Issue Date: 1/1/2006

For Medi-Cal, CIN (eight digit number follow by letter A) Issue date is required.

CLICK

Cancel Save

Add Client: Financial Screen

EXERCISE 5

In this exercise you will:

- Fill in the financial information for your fictitious client.
 - Add Medi-Cal under Client Reported Benefits.
-

Add Client: Other Screen

The screenshot shows the 'Add Client: Other Screen' in the Los Angeles County Department of Mental Health system. The interface includes a top navigation bar with 'Home', 'Clinical', 'Administrative', 'Plan', and 'CIOB' tabs. Below this is a header with '7100-SFV CMHC CENTE:7100A-SFV C' and a user name 'jgarciabagues'. The main section is titled 'Client Information' and contains several tabs: 'Identification', 'Other', and 'Benefits'. The 'Identification' tab is active, showing 'SFPR' (Special Family Program) and 'Birth Information' fields. A callout points to the 'SFPR' radio button, stating 'Set the SFPR Of a client by clicking this radio button.' Another callout points to a dropdown menu, stating '....and then use the drop down to select a provider name'. The dropdown menu is open, showing a list of providers: ADAMS, CASSANDRA-[SFV9368], AJILORE, OLUSOLA-[SFV4834]-[07/31/2007], ALI, FARHANA-[SFV4755], AMES, MICHAEL-[0008022], ANDERSON, KAREN-[SFV8420], ANGEL, DONNA-[SFV5042], ANGLIN, RHONDA-[SFV9212], APPLEBERY, PATRICIA-[SFV3042], BABAYAN, OFIK-[SFV4337], and BASSION, SHAN-[SFV4169]. The 'Like Clients' section shows a table with 'Client ID' and 'Client' columns, with a single entry '1'. The bottom right corner has 'Save' and 'Cancel' buttons.

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV C jgarciabagues

Client Information

Options

- Return
- Change Provider
- Find Client
- Daily Log
- View Episodes
- Check Eligibility
- Enroll Client
- Eligibility History

Identification

SFPR

☒ Provider

☐ Special Program

Birth Information

Last Name:

County:

Mother's First Name:

Like Clients

Client ID	Client
1	

Provider List:

- ADAMS, CASSANDRA-[SFV9368]
- AJILORE, OLUSOLA-[SFV4834]-[07/31/2007]
- ALI, FARHANA-[SFV4755]
- AMES, MICHAEL-[0008022]
- ANDERSON, KAREN-[SFV8420]
- ANGEL, DONNA-[SFV5042]
- ANGLIN, RHONDA-[SFV9212]
- APPLEBERY, PATRICIA-[SFV3042]
- BABAYAN, OFIK-[SFV4337]
- BASSION, SHAN-[SFV4169]

Buttons: Save Cancel

Add Client: Other Screen

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV C jgarciabagues

Client Information

Client: Tester , TestExample (not enr...

Identification Contacts Financial **Other** Benefits

☐ SFPR
☐ Provider
☒ Special Program

Birth Information

Last Name:
County:
Mother's First Name:

Like Clients

Client ID	Client
1	

AB34
ACT
FCCS
Foster Care
FSP-Adult
FSP-Child
FSP-Older Adult
FSP-TAY
Wellness Center

Change Provider
Find Client
Daily Log
View Episodes
Check Eligibility
Enroll Client
Eligibility History

Save Cancel

Special Program are selected here, click this radio button.

....and then use the drop down to select a Special Program...

Add Client: Other Screen

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV C inarciabaques [X]

Client Information

Client: TestClient , Example (enrolled)

Options Identification Contacts Financial **Other** Groups XRef M

☒ Provider ADAMS, CASSANDRA-[SFV9368]
☐ Special Program

Personal Information

Last Name: First: Middle:

County: LOS ANGELES State: CA Country: United States

Mother's First Name:

Like Clients

Client ID	Client Name	DOB	SSN
-----------	-------------	-----	-----

Buttons: View Episodes, Check Eligibility, Enroll Client, Eligibility History, Save, Cancel

The IS uses Mother's First Name to match like clients.

CLICK to enroll (get a DMH ID #).

Or click to Save without Enrolling.

If Country is "United States," The IS will required State, and if State is "CA," it will ask you for County.

Add Client: Other Screen

EXERCISE 6

In this exercise you will:

- Fill in the Other Screen.
 - Set the SFPR.
 - Select a Special Program.
 - Save the Client Info.
-

Enroll Client

Los Angeles COUNTY | **DEPARTMENT OF MENTAL HEALTH** | Home | **Clinical** | Administrative | Plan | CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC | jgarciaabagues

Client Information

Client: TestClient

Options | **Identification** | **Contacts** | **Financial** | **Other** | **Groups** | **XRef** | **Benefits**


Return | Change Pro | Find Client | Daily Log | View Episo | Check El | **Enroll Client** | Eligibility History

Click on Enroll Client

Identification

Name Last: TestClient | First: Example | Middle: | SN: | Gender: | Primary Lang: | Marital Status: | Ethnicity: | Origin: | Employment: FC-Full time competitive employment (salaried) | Handicap: 00-Not physically disabled/no significant disability | Living Arrngmnt: 01-Lives alone in house or apartment | Conservatorship: | Date Of Death: | English Speaking: ☒

Microsoft Internet Explorer

 Client was successfully enrolled. DMHID

OK

The client's DMH ID number appears here.

Cancel | Continue

Open an Episode

Los Angeles COUNTY | **DEPARTMENT OF MENTAL HEALTH**

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Client Information

Client: TestClient , Example () ?

Options	Identification	Contacts	Financial	Other	Groups	XRef	MCaI Benefits
Return	Name Last: TestClient			First: Example			Middle:
Change Provider	AKA Last:			First:			Middle:
Find Client				Name:		LOC:	
Daily Log				DOB: 07/12/1970		Age: 37	
View Episodes	Marital Status: 01-Single			Pref Lang: 01-English			
Check Eligibility	Ethnicity: 01-White			Education: 12-Twelfth Grade			
Enroll Client	Origin:			Tribe:			
Eligibility History	Employment: FC-Full time competitive employment (salaried)						
	Handicap: 00-Not physically disabled/no significant disability						
	Living Arrngmnt: 01-Lives alone in house or apartment						
	Conservatorship:					Veteran: No	
	Date Of Death:			English Speaking: <input checked="" type="checkbox"/>			
						Cancel	Continue

Click on View Episodes to Open an episode on a recently enrolled client.

Open an Episode

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Client Episodes

Client: TestClient , Example () ?

Options

- Return
- Change Provider
- Find Client
- Client Info
- Client Case Load
- Daily Log
- Check Eligibility
- Open Episode
- Eligibility History

Open Closed

Episode	I/O	Admit Date	Diagnosis Code	Primary Contact	Last Claim			D
1								

Click to open an Episode.

Note: There are no Episodes for this client.
(This client is new, recently enrolled)

Open an Episode

Referral In Code:

To identify the agency or person Who referred the Client to your Agency.

Referral In Rpt Unit:

When the agency that referred this client to you has a reporting unit number. Not a required field (Optional)

Primary Contact:

Click the down arrow to Select the Primary Contact.

DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Patient Episode Client: TestClient , Example (?)

Admission **Diagnosis**

Admit Date: 02/08/2008 Physical Disability? No

Intent Of Service: Assessment Services Developmentally Disabled? No

Referral In Code: Outpatient - County Contracted

Referral In Rpt Unit: [] []

Dual Diagnosis? []

Primary Problem Area: Mentally ill

Legal Status: VOLUNTARY admission of MD. (W & I)

Treatment Authorization for Minor: []

Patient File #: 123

Primary Contact: ADAMS, CASSANDRA-[SFV9368]

CCCP Due Date : []

Continue

Open an Episode

Provider Lookup - Microsoft Internet Explorer

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Provider Lookup

Legal Entity: ☐ (Check box if applies)

Entity Type: ☐ Individual ☒ Organization

Organization Type: FFS 1

Organization/Last Name: FFS 1

First Name: FFS 2 Group

Middle Name: FFS 2 Ind

Reporting Unit: FFS 2 Org

Provider Id: LP CONTRACT

LP DIRECTLY OP

Search

Done Internet

Close Episode

Add Service

Medications

Daily Log

Workspace

Inte

Last Updated

Dual Diagnosis? 30uAL - Alcohol

Primary Problem Area: Drug abuse

Legal Status: Civil commitment of MI. See 8050-8053. Repealed in

Treatment Authorization for Minor: Parent

Patient File #: NR0121

Primary Contact: SHIH-0200742

Service Plan Due Date:

Coord Due Date:

Save

If you click on the magnifying glass in Referral In Rept. Unit--you get this extra screen.

Open an Episode

Select the Organization Type by clicking on the drop down arrow.

Type the Name of the Organization and then click Search.

CLICK

Provider Lookup - Microsoft Internet Explorer

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Provider Lookup

Legal Entity: ☐ (Check box if applies)

Entity Type: ☐ Individual ☒ Organization

Organization Type: LP CONTRACT

Organization/Last Name: ENKI

First Name:

Middle Name:

Reporting Unit:

Provider Id:

Search

Done Internet

Open an Episode

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan

L.A. COUNTY DMH-LE : 1917-ARCADIA MH : 1917A-ARCADIA MHS - : SHIH-0200742 | Suzanne Az

Client:

Outpatient Episode

Options

Click on the blue number next to the Reporting Unit you want.

Add Service

Medications

Daily Log

Workspace

Last Updated

Provider Lookup - Microsoft Internet Explorer

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Provider Lookup

ID	Provider	Org Type	PTP	BP	SL	RP
2305	7360S-ENKI/MARGARITA	LP CONTRACT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4294	7173D-ENKI/LAPUENTE	LP CONTRACT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4296	7173M-ENKI/LAPUENTE	LP CONTRACT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4297	7173V-ENKI/LAPUENTE	LP CONTRACT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4701	7253A-ENKI/COMMERCE	LP CONTRACT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4704	7253D-ENKI/COMMERCE	LP CONTRACT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4706	7253M-ENKI/COMMERCE	LP CONTRACT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4707	7254A-ENKI/BELL GARD	LP CONTRACT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4710	7254D-ENKI/BELL GARD	LP CONTRACT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4712	7254M-ENKI/BELL GARD	LP CONTRACT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 2

Return

Done Internet

Open an Episode

Los Angeles COUNTY | **DEPARTMENT OF MENTAL HEALTH**

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Open Outpatient Episode

Client: TestClient , Example (?

Options Admission **Diagnosis**

Return

Admit Date: 02/08/2008 Physical Disability? No

Intent Of Service: Assessment Services Developmentally Disabled? No

Referral In Code: Outpatient - County Contracted

Referral In Rpt Unit: 4297 7173VENKILAPUENTE

Dual Diagnosis?

Primary Problem Area: Mentally ill

Legal Status: VOLUNTARY admission of MD. (W & I)

Treatment Authorization for Minor:

Patient File #: 123

Primary Contact: ADAMS, CASSANDRA-[SFV9368]

CCCP Due Date :

Continue

The Rpt. Unit number appears here with all pertaining information

Open an Episode

EXERCISE 7

In this exercise you will:

- Click on Open Outpatient Episode.
 - Fill in the Admissions Screen.
 - Select a Contract Provider as the Referral In provider.
-

Open an Episode

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Open Outpatient Episode

Client: TestClient , Example

Admission **Diagnosis**

Dx Date: 02/08/2008

AXIS I	AXIS IV	AXIS V
295.30 - Schizophrenia, Paranoi	<input checked="" type="checkbox"/> 1. Primary Support Group	GAF
	<input type="checkbox"/> 2. Social Environment	20
	<input type="checkbox"/> 3. Educational	
AXIS II	<input type="checkbox"/> 4. Occupational	Primary:
	<input type="checkbox"/> 5. Housing	295.30
	<input type="checkbox"/> 6. Economic	Secondary:
AXIS III	<input type="checkbox"/> 7. Access to Health Care	
	<input type="checkbox"/> 8. Interaction w/ Legal System	
	<input type="checkbox"/> 9. Other Psych/Environment	
	<input type="checkbox"/> 10. Inadequate Information	

Cancel Save

The drop down lists the top diagnosis codes.

To find a diagnosis code not on the list, click on the little silver arrow.

CLICK

Open an Episode

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciaabagues

Client Episodes

Client: TestClient , Example () ?

Options

Return

Open Closed

Episode	I/O	Admit Date	Diagnosis Code	Primary Contact	Last Claim			D
7100A001	O	2/8/2008	295.30 <i>i</i>	ADAMS-SFV9368 <i>i</i>		0	0	

Daily Log

Check Eligibility

Open Episode

Eligibility History

You will see the episode listed on the Open tab after you click SAVE.

You can delete this episode, as long as there are no services entered under it, by clicking on the trashcan.

Open an Episode on an Existing Client

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Find Client

Select the radio button to search by ID#.

☒ Search by ID.

Type: ID:

Key in the 7-digit DMH ID Number

☐ Search by Custom Criteria.

Last Name:

First Name:

Middle Initial:

Birth Date: Or Age:

Gender:

CLICK

Open an Episode

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Client Episodes

Client: Test , Example () ?

Options

- Return
- Change Provider
- Find Client
- Client Info
- Client Case Load
- Daily Log
- Check Eligibility
- Open Episode
- Eligibility History

Open Closed

Episode	I/O	Admit Date	Diagnosis Code	Primary Contact	Last Claim			D
<u>7100A001</u> 1	O	2/6/2008	295.30 <i>i</i>	ADAMS-SFV9368 <i>i</i>		0	0	

Episode numbers are sequential, and they include the Provider Number.

CLICK

Open an Episode

EXERCISE 8

In this exercise you will:

- Continue Opening the Outpatient Episode.
 - Fill in the Diagnosis Screen.
 - Open an Episode on Existing Client.
-

Close an Episode

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Client Episodes

Client: TestClient , Example () ?

Options

- Return
- Change Provider
- Find Client
- Client Info
- Client Case Load
- Daily Log
- Check Eligibility
- Open Episode
- Eligibility History

Open **Closed**

Episode	I/O	Admit Date	Diagnosis Code	Primary Contact	Last Claim	<input type="checkbox"/>	<input type="checkbox"/>	D
7100A001	O	2/8/2008	295.30	ADAMS-SFV9368	2/8/2008	1	0	

1

CLICK

You can not close an Episode until UOFS is created in the MHMIS.

Close an Episode

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV C jgarciabagues

Outpatient Episode

Client: TestClient,Example() ?

Options

- Return
- Find Client
- Client Info
- Check Eligibility
- Medications
- Close Episode
- View Episodes






Search Service Date

From Date

To Date

Search

Services Void Services Diagnosis Admission

	Service Date	POS	Total Time	# Staff	Procedure	Rendering Provider	M	S	C	D
	02/08/2008	11 <i>i</i>	120	1	90801 <i>i</i>	ADAMS-SFV9368 <i>i</i>				
										

1

CLICK

Close an Episode

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH | Home | **Clinical** | Administrative | Plan | CIOB

7100-SFV CMHC CENTE:7100A-SFV CM | jgarciabagues

Close Outpatient Episode

Client: TestClient , Example

Discharge | **Diagnosis**

Discharge Date: 02/08/2008

Referral Out Code: Client moved away

Referral Out Rpt Unit: [magnifying glass icon]

Legal Status:

Continue

Referral Out Code:
Is used to identify the agency or person the client is being discharged to.

Referral Out Rpt Unit:
Is used when the Referred Agency Has a reporting Unit number

If you click on the magnifying glass In Referral Out Rpt Unit: you get this extra screen, exactly like the one for Referral In.

Close an Episode

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Outpatient Episode

Client: TestClient , Example

Options **Discharge** **Diagnosis**

Return

Dx Date: 02/08/2008

AXIS I	AXIS IV	AXIS V
295.30 - Schizophrenia, Parano...	<input checked="" type="checkbox"/> 1. Primary Support Group	GAF
	<input type="checkbox"/> 2. Social Environment	20
	<input type="checkbox"/> 3. Educational	
	<input type="checkbox"/> 4. Occupational	
		Primary:
		295.30
		Secondary:
		Care
		Legal System
	<input type="checkbox"/> 9. Other Psych/Environment	
	<input type="checkbox"/> 10. Inadequate Information	

Cancel Save

Click on the black down arrow to display the top 20 diagnosis Codes.

Click on the little silver arrow to select a diagnosis code not listed.

Close an Episode

The screenshot shows the 'Outpatient Episode' form for the Los Angeles County Department of Mental Health. The form is divided into several sections: 'Options', 'Discharge', and 'Diagnosis'. The 'Diagnosis' section is currently active, showing 'Dx Date: 02/08/2008' and 'AXIS I' with a dropdown menu showing '295.30 - Schizophrenia, Paranoid'. There are also checkboxes for '1. Primary Support Group' and '2. Social Environment'. A callout box points to a silver arrow icon next to the dropdown, stating: 'Click on the silver arrow to select a diagnosis code not on the list.'

Below the main form, there is a search section titled 'Enter an ID or partial description:'. A text input field contains '315', and a 'Search' button is next to it. Below the search input, there is a list of items to select from, with '315.32 - Mixed Receptive-Expressive Language Disorder' highlighted. A callout box points to this highlighted item, stating: 'Highlight the one you want and click on Select.'

At the bottom right of the search section, there is a 'Select' button. A callout box points to this button, stating: 'Key some or all of diagnosis code or part of the description and click on Search.'

Close an Episode

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Outpatient Episode

Client: TestClient , Example ?

Options

Return

Discharge **Diagnosis**

Dx Date: 02/08/2008

AXIS I	AXIS IV	AXIS V
295.30 - Schizophrenia, Paranoi	<input checked="" type="checkbox"/> 1. Primary Support Group	GAF
	<input type="checkbox"/> 2. Social Environment	20
	<input type="checkbox"/> 3. Educational	
AXIS II	<input type="checkbox"/> 4. Occupational	Primary:
	<input type="checkbox"/> 5. Housing	295.30
	<input type="checkbox"/> 6. Economic	Secondary:
AXIS III	<input type="checkbox"/> 7. Access to Health Care	
	<input type="checkbox"/> 8. Legal System	
	<input type="checkbox"/> 9. Other Psych/Environment	
	<input type="checkbox"/> 10. Inadequate Information	

CLICK

Cancel Save

Close an Episode

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CM jgarciabagues

Client Episodes

Client: TestClient , Example () ?

Options
Return
Change Provider
Find Client
Client Info
Client Case Load
Daily Log
Check Eligibility
Open Episode
Eligibility History

Open Closed

Episode	/O	Admit Date	Discharge Date	Diagnosis Code	Primary Contact	Last Claim	<input type="checkbox"/>	<input type="checkbox"/>
7100A001		2/8/2008	2/8/2008	295.30 i	ADAMS-SFV	2/8/2008	1	0

1

Click, and you will see the Closed Episode Info.

Close an Episode

EXERCISE 9

In this exercise you will:

- Close an episode.

The Medications Screen

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV C jgarciabagues

Patient Episode Client:TestClient,Example

Options

- Return
- Change Provider
- Find Client
- Client Info
- Client Case Load
- Daily Log
- Check Eligibility
- Open Episode
- Eligibility History

Open Episode

7100A001

1

Services Void Services Diagnosis Admission

Service Date	POS	Total Time	# Staff	Procedure	Rendering Provider	M	S	C	D
02/08/2008	11	120	1	90801	ADAMS-SFV9368	X	S		
+									
1									

Options

- Return
- Find Client
- Client Info
- Check Eligibility
- Medications
- Close Episode
- View Episodes

Search Service Date

From Date

To Date

Search

Medications are INSIDE the Episode.. Click on Medications under Options.

Prescribing Medications

Los Angeles
COUNTY

DEPARTMENT OF MENTAL HEALTH

Home

Clinical

Administrative

Plan

CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC

Medications Current

Client:TestClient,Example

?

Options

Return

Current

History

Write Rx

Med Order

Drug Allergies

Rx Card Info

L#	Rx #	Rx Date	Fill Date	PHRM MS	Medication	Strength	Qty	Status
1								

This is the main Meds screen.... Notice that there are tabs across the top... lets take a look at each of them starting with the RX Card Info.

CLICK

Prescribing Medications: Rx Card

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC

Medications Rx Card Info

Client: TestClient,Example ()

Options
Return

Current	History	Write Rx	Med Order	Drug Allergies	Rx Card Info
Card Number	Active Date	Inactive Date			
4567788	02252008				
1					

Returning client's should have an RX Card number, but if not you should enter it and click "Add"
Next : Drug Allergies.....

Card Number:

Add

CLICK

Prescribing Medications: Allergies

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC

Medications Drug Allergies

Client:TestClient,Example (?

Options

Return

Current History Write Rx Med Order Drug Allergies Rx Card Info

Medication	Drug Name Type
1	

If the client is allergic to meds, list them here!
Med Order is next.....

CLICK

Medication:

Drug Name Type:

Add

Prescribing Medications

EXERCISE 10

In this exercise you will:

- See how to get to the Medications Link.
 - Add RX Card Number.
 - Add Allergic to a prescription.
-

Prescribing Medications: Med Orders

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC

Medications Med Order

Client:TestClient,Example () ?

Options
Return

Current History Write Rx Med Order Drug Allergies Rx Card Info

Date:

Prescribing Provider:

Medication:

Drug Code:

Strength:

Quantity:

No. of times this order has been administered:

No. of times this order has to be administered:

Discontinue ☐

Lost/Discontinue Renew Save

Ok, let write a prescription

This screen is for Meds to be delivered at your facility and usually they are injectable and liquids.

Prescribing Medications

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC

Medications Write Rx

Client: TestClient, Example

Options
Return

Current	History	Write Rx	Med Order	Drug Allergies	Rx Card Info
HMO/PHP: Date: 02/06/2008					
Prescribing Provider: VARI, GABOR-[SFV5160]-[01/22/2008]					
Medication: Buprop					
Drug Code: BPP150XL Primary Dx: 295.3					
Number of Units: 1 Secondary Dx:					
Strength: 150 MG					
Frequency: Q AM					
Quantity: 30					
Refill: 0					
Other Instructions:					
APPROVED USER SPECIAL					
Save Next					

You will see edits here!
This prescription was approved!

Type in the Prescription, if you enter something under "Frequency". You won't need To enter "Other Instructions", notice you can also indicate Refills.


Prescribing Medications: Write Rx

EXERCISE 11

In this exercise you will learn:


- How to Add Medications in Med Order.
- How to Write Rx.

Medications History


Address 

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan C108

1904-ANTELOPE V:1904A-ANTELOPE 







Medications History

Client: 

Options

Return

Current History Write Rx Med Order Drug Allergies Rx Card Info

L#	Rx #	Rx Date	Fill Date	PHRM	MS	Medication	Strength	Qty	Status
01	P0001	010808				BUPROPION	150 MG	30.00	A
02	P0002	010808				LORAZEPAM	1 MG	30.00	AR
03	M0001	010208				BENZTROPI	1 MG/ML	1.00	A
1									

This screen shows all the medications that were prescribed to the client. Everything!

Confidential patient information, see California Welfare and Institution Code section 5328.

Prescribing Medication-Current

Los Angeles
COUNTY

DEPARTMENT OF MENTAL HEALTH

Home

Clinical

Administrative

Plan

CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC

Medications Current

Client: TestClient , Example ()

?

Options

Return

Current

History

Write Rx

Med Order

Drug Allergies

Rx Card Info

L#	Rx #	Rx Date	Fill Date	PHRM	MS	Medication	Strength	Qty	Status	
01	PO	608		i	i	BUPROPION	150 MG	30.00	A	
1										

To view recently added Medications,
Click on the "Current" tab (the first fifteen
medications are displayed here) ...
Notice this prescription has A
"Approved" on the Status.

Prescribing Medications: Approval

DMHISP | Clinical | Medications Current - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites History

Address

Search

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

L.A. COUNTY DMH-LE : 1917-ARCADIA MH : 1917A-ARCADIA MHS - : SHIH-0200742 | Suzanne Azariah

Medications Current Client: TestClient,Example

Options

Return

L#	Rx #	Rx Date	Fill Date	PHRM	MS	Medication	Strength	Freq	Status
02	P0002	080404		11	11	SERTRALIN	100 MG		AR
01	P0001	080404		11	11	SERTRALIN	100 MG		A

1

"AR" means the prescription needs to be reviewed and approved by the Doctor. After you have talked to the MD and gotten approval, you can change the status to "Approved..."

CLICK!

See History tab for all prescriptions.

Confidential patient information, see California Welfare and Institution Code section 5328.

Prescribing Medications: Approval

SP | Clinical | Medications Review - Microsoft Internet Explorer

Edit View Favorites Tools Help

Search Favorites History

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH

Home Clinical Administration Physician C100

L.A. COUNTY DMH-LE : 1917-ARCADIA MH : 1917A-ARCADIA MHS : SHIH-0200742 | Suzanne Azariah

Medications Review

Client: TestClient, Example

Options
Return

Current	History	Write Rx	Med Order	Drug Allergies	Rx Card Info
Client Name: Strength: 100 MG Prescribing SHIH					
Medication: SERTRALINE Quantity: 60.00 Medical Staff:					
Reason For Authorization					
<u>Description</u>					
01 UNUSUAL MED FOR DIAGNO					
1					
Physician Conference			Supervisor Conference		
Date: 08/09/2004			Date: 08/09/2004		
Physician:			Supervisor:		
Status: Select One			Status: Select One		
Select One					
Approved					
Disapproved					
Unresolved					
			Save		

Confidential patient information, see California Welfare and Institutions Code Section 5328.

Example of Clinicians ID number.

Key clinicians ID number.

Select Status.

CLICK

Prescribing Medications: Renew and Refill

The screenshot shows a web application titled "DMHISP | Clinical | Medications Current - Microsoft Internet Explorer". The browser's address bar is empty. The application header includes "Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH" and navigation tabs: "Home", "Clinical", "Administrative", "Plan", and "CIOB". Below the header, the text "L.A. COUNTY DMH-LE : 1917-ARCADIA MH : 1917A-ARCADIA MHS - : SHIH-0200742 | Suzanne" is visible. The main section is titled "Medications Current" and "Client: TestClient, Example".

On the left, there is a sidebar with a search bar and a list of options: "Options", "Return", "Inte", "req", "Plez", and "Inte".

The main content area displays a table with the following columns: "Current", "History", "Write Rx", "Med Order", "Drug Allergies", and "Rx Card In". The "Current" column is further divided into sub-columns: "L#", "Rx #", "Rx Date", "Fill Date", "PHRM", "MS", "Medication", "Strength", and "Freq".

L#	Rx #	Rx Date	Fill Date	PHRM	MS	Medication	Strength	Freq
02	P0002	080404		I	I	SERTRALIN	100 MG	
01	P0001	080404		I	I	SERTRALIN	100 MG	

An arrow points from the "Fill Date" column of the first row to a callout box that says: "Click to RENEW ONLY if Medication has a Fill Date !".

Another callout box on the right says: "Renew/Refill is a snap: just click on the prescription number and change the date and other information! Prescription must have a Fill Date in order to renew/refill."

At the bottom of the table, it says "See History tab for all prescriptions." and at the very bottom, a footer note reads "Confidential patient information, see California Welfare and Institution Code section 5328."

Prescribing Medications Cont.

EXERCISE 12

In this exercise you will:

- View the History Screen.
- View the Current Screen.
- Learn how to resolve the Approval Required Screen.
- Learn how to do a Renew/Refill.

Using the Daily Log

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Daily Log - Search

Options

- Return
- Change Provider
- Find Client
- Client List
- Client Case Load

Rendering Provider

Service Date

Search

You also need to specify Rendering Provider when Looking at the Daily Log.

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC jgarciabagues

Daily Log

Selected Date: 02/06/2008 Rendering Provider: ADAMS, CASSANDRA-[SFV9368]

Options

- Return
- Change Provider
- Find Client
- Client List
- Client Case Load
- Add Comm Svc

DMH ID	Name	Service Date	POS	Total Time	# Staff	Procedure	M	S	C
	Test, Example	02/06/2008	11 <i>i</i>	104	1	90801 <i>i</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1									

Community Outreach Services are here click on the link to get to it!

Community Outreach Services (COS)

- Entering COS is fairly simple because there is no billing involved...it's just recording an event. Billing is done by sending an invoice to the DMH Finance Bureau. Run the IS 220 to see your COS on a report.
- In the Find Client Screen you will see the "Daily Log" link under the Options menu.
- In order to enter COS you need to click the Daily Log link, you will be taken to the Daily Log Search Screen and in the Rendering Provider field pick the Rendering Provider responsible for the COS, enter the service date and click search.
- In the Daily Log Screen click on Add Comm. Svs. link under the Options menu.
- The Add Community Service Screen is displayed, start entering COS.

Community Outreach Services

DMHISP | Clinical | Community Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address

Los Angeles COUNTY DEPARTMENT OF MENTAL HEALTH Home Clinical Administrative Plan CIO

1904-ANTELOPE VALLEY:1904A-ANTELOPE

Add Community Service

Options

Return

Date of Service: RP: # of People Contacted:

Service Recipient Type:

Service Location Information: Service Type Desc:

Ethnicity: Origin:

Primary Lang: Tribe:

Program Area: Age Category:

Handicap: Duration (FMI):

Funding Source:

Service Code:

Additional Participating Staff

Name
1

Add >>

Save Cancel

Confidential patient information, see California Welfare and Institution Code section 5328.

Fill in the blanks according to your COS sheets.

As you can see, a new field for Participating Staff is added. This new field is reflecting on the COS form as well.

Community Outreach Services

Los Angeles
COUNTY

DEPARTMENT OF MENTAL HEALTH

Home

Clinical

Administrative

Plan

CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC

jgarciaabagues

Daily Log

Selected Date: 02/08/2008 Rendering Provider: ADAMS, CASSANDRA-[SFV9368]

?

Options

Return

Change Provider

Find Client

Client List

Client Case Load

Add Comm Svc

DMH ID	Name	Service Date	POS	Total Time	# Staff	Procedure	M	S	C
N/A	N/A	02/08/2008		1	1	Community Client Services <i>i</i>			
	TestClient, Example	02/08/08	11 <i>i</i>	120	1	90801 <i>i</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Test, Example	02/08	11 <i>i</i>	90	1	90853 <i>i</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1

If you want edit the COS, click on the Service Date.

The IS Will return you to the Daily Log, where You will see the service recorded.

You can access past services through the Daily Log.

Edit Community Service

Los Angeles COUNTY | DEPARTMENT OF MENTAL HEALTH

Home Clinical Administrative Plan CIOB

7100-SFV CMHC CENTE:7100A-SFV CMHC

Edit Community Service

Options

Return

DOS: 2/8/2008 RP: ADAMS, CASSANDRA-[SFV9368]

Service Recipient Type: CalWORKs # of People Contacted: 5

Service Location Information: Service Type Desc:

Ethnicity: 03-Hispanic Origin: Mexico

Primary Lang: 01-English Tribe:

Program Area: Disaster Response Age Category: 25-44

Handicap: 00-Not physically disabled/no significant Duration (FMI): 3

Funding Source: CGF

Service Code: Community Client Services

Additional Participating Staff

Name
1

...and by clicking on the service date, it takes you where you can edit.

CLICK

Save Cancel

Community Outreach Services (COS)

EXERCISE 13

In this exercise you will:

- Learn Using the Daily Log.
- Add a Community Service.
- How to Edit Community Service.